



06- C-1973

CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30303-0300
TEL (404) 330-6100

September 5, 2006

President Lisa Borders and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell St., S.W.
Atlanta, Georgia 30303

RE: Perry-Bolton Neighborhood Advisory Board Reappointment

Dear President Borders and Members of the Council:

It is a pleasure for me to reappoint Tanya Mitchell to serve as a member of the Perry-Bolton Neighborhood Advisory Board in the NPU-J Category for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Ms. Mitchell will continue to serve the Perry-Bolton Neighborhood Advisory Board with integrity and dedication.

Sincerely,

Shirley Franklin

11 662 122

Tanya C. Mitchell

2051 Louise Place, NW

Atlanta, GA 30318

(404) 794-8657 (hm) or (770) 896-4939 (cell)

mailto: missmitch2003@yahoo.com

Development and Program Manager

- *Directed* annual citywide cultural arts event, which attracted over 1500 attendees and required coordination and logistical arrangements for exhibitors, speakers, and entertainers. *Directed* board in *Strategic Planning* process of newly created Non-Profit organization. *Managed* volunteers.
 - *Coordinated* site selections, meeting rooms and requirements for Audio Visual (A/V) equipment. Negotiated contracts with hotels, entertainers and food and beverage vendors.
 - *Designed* promotional materials and program booklets. *Community and Corporate* contact.
 - *Developed* budget and prepared cost projections. *Managed and reconciled* grant funds, *prepared monthly progress reports*. Managed over \$100,000 in grant funds, corporate donations and patron contributions.
 - *Strong verbal and written communication skills*. Accounting knowledge and application. Proficiency in use of Microsoft Office Suite.
-

CODE ENFORCEMENT OFFICER - 2/2003 - PRESENT

- Performs field inspections of residential and commercial properties
- Confers with landlords and tenants, mortgage and realty company officials
- Assists in the preparation of evidence for legal action (i.e., makes photographs, conducts title searches to determine ownership of properties, writes detailed reports and prepares court briefs, issues summons and subpoenas)
- Testifies in court regarding housing related litigation
- Provides support to displace tenants by referring them to social service assistance agencies

SUBSTITUTE TEACHER - 10/2002 - 12/2002

- Responsible for class management, contacting parents and the preparation of weekly lesson plans

COMMUNITY LIAISON - 3/2002 - 9/2002

- *Project Coordinator* for Community-based grant initiative;
- *Coordinated* monthly meetings, educational workshops and training sessions, secured supplies, materials and equipment;
- *Created Data Base*, coordinated mass mailings (including development, reproduction and distribution);
- *Wrote* resource guide, various reports and correspondence, made recommendations to facilitate grant objective for new residents;
- *Compiled* monthly activity reports, which included expenses and reimbursements; prepared and monitored budget;
- *Built* relationships with *Community* partners (residents, businesses, organizations)

PROGRAM MANAGER - 3/1996 - 2/1999

- *Implemented* objectives and met goals for Community Development Block Grant (CDBG) statewide Child Care Network grant;
- Linked childcare professionals with AME churches and individuals across the State of Georgia;
- *Coordinated and evaluated* programs for statewide meetings to introduce programs and conducted follow-up with interested churches and church leaders;
- *Implemented* marketing strategies for Child Care Network; *Wrote* quarterly newsletters;
- Managed \$50,000 in CDBG funds and \$30,000 in contributions for program implementation;
- *Compiled* monthly activity reports which included expense receipt collection, reimbursements, budget cost projections;
- *Marketed* program to Church leaders and Auxiliary Presidents

PROGRAM MANAGER (PART-TIME) – 2/1992 – 5/1996, 2001

- Directed implementation of a city-wide event and successful completion of 501 (c) (3) application;
- Secured in-kind contributions and solicited over \$40,000 over ten-year period through planned fundraising efforts; managed yearly budget of \$5500;
- Established partnerships with corporations and local organizations;
- Negotiated contracts with City agencies, local businesses, invited speakers and entertainers;
- Managed over 10-15 volunteers per year for fundraisers and implementation of one to three day yearly events;
- Compiled monthly activity reports which included expense receipt collection, reimbursements, and preparation of budget cost projections.

STORE MANAGER – 9/1990 – 5/1996

- Planned and developed marketing programs for targeted audiences;
 - Internal consultant to churches needing suggestions on Choral attire purchases and literature;
 - Trained part-time staff of three, coordinated educational workshops, wrote monthly newsletters, researched and implemented computer-based accounting system.
-

Educational History

Averett College, Danville, VA, Bachelor of *Business Administration*
Danville Community College, Danville, VA, *Associates in Criminal Justice*
The University of Georgia, Department of *Adult Education*,
Training and Human Resource Development Certification Program

Employment History

Code Enforcement Officer, City of Atlanta Bureau of Codes Compliance, Atlanta, GA (2/2003-Present)
Community Liaison/Project Coordinator, Capitol View Neighborhood Association, Atlanta, GA (3/2002-9/2002)
Asst. Mgr. Western Union /Contractual Bookkeeper/ Exxon Franchise, Atlanta, GA (03/1998 – 01/2002)
AP Contractor/Administrative Assistant/ Bellsouth Affiliated Services Corporation, Atlanta, GA (11/1999 – 9/2000)
Program Manager/Event Coordinator/ African Methodist Episcopal Headquarters, Atlanta, GA (03/1997-11/1999)
Store Manager/Public Relations/ Verba's Church Supplies, Danville VA (1989-1993)

Volunteer History

Chair, Neighborhood Planning Unit J, (Community-Based Organization) Atlanta, GA (2004)
Vice-Chair, Neighborhood Planning Unit J, (Community-Based Organization) Atlanta, GA (2003)
Chair, Neighborhood Planning Unit J, (Community-Based Organization) Atlanta, GA (2002)
Vice Chair, Center Hill Community Health Advisory Board, (Community-Based Organization) Atlanta, GA (2002-2003)
Board Member, Keep Atlanta Beautiful, (Appointed by District Council Member) Atlanta, GA (2000-2002)
Alpha Kappa Alpha Sorority, Inc.
The Links, Incorporated (Atlanta Chapter)



04- C-1745

CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
TEL (404) 330-6100

August 17, 2004

President Lisa Borders and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell St., S.W.
Atlanta, Georgia 30303

RE: Perry-Bolton Neighborhood Advisory Board Appointment

Dear President Borders and Members of the Council:

It is a pleasure for me to appoint Tanya Mitchell to serve as a member of the Perry-Bolton Neighborhood Advisory Board in the NPU-J Category for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Tanya Mitchell will serve the Perry-Bolton Neighborhood Advisory Board with integrity and dedication.

Sincerely,



Shirley Franklin

CONFIRMED BY
OCT 18 2004
COUNCIL